



STATE OF UTAH
invites applications for the position of:

Office Specialist II

SALARY: \$13.52 Hourly

OPENING DATE: 01/31/19

CLOSING DATE: 02/11/19 11:59 AM

NUMBER OF OPENINGS: 2

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK: You must successfully pass a criminal history check.

PHYSICAL ADDRESS: Adult Probation and Parole Offices 2445 South Water Tower Way
Ogden, Utah & 883 West 100 North, Farmington, Utah 84025

RECRUITER INFORMATION: Dan Phone: (801) 545-5532 Email: dpthompson@utah.gov

OVERTIME EXEMPT: No

SCHEDULE CODE: B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION: FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or

<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>
(Spanish)

JOB DESCRIPTION:



The Division of Adult Probation & Parole is looking for a Office Specialist II to serve as clerical support for the Farmington office and Northern Utah Community Correctional Center Utah Adult Probation and Parole office.

Job Description

As an Office Specialist, you may open and close offender cases and track cases through the sentencing /referral process. This position enters data in the Department offender database (Otrack), and uses other agency databases to document offender progress. Data entry is extensive and accuracy is essential. This position may also include reception, mail handling, call routing, and general dealings with the public and justice involved persons.

Principle Duties

You may also perform a variety of clerical support services such as:

- Scheduling and coordinating appointments.
- Maintaining calendars.
- Provides authorized agencies with information.
- Run a variety of reports.
- Run rap sheets.
- Coordinate information and assist agents and supervisors in clerical aspects of their caseload supervision.
- Ordering County Attorney packets and police reports.
- Prepares probation and parole documents.
- Generates probation and parole agreements.
- Verifies conditions of probation and parole.
- Open, maintain and update investigation files and other records.
- Write sentencing shells.
- Schedule classes and rooms at the TRC
- Assist offenders needing treatment evaluations completed

The Ideal Candidate

The best qualified individual for Office Specialist II position is someone who:

- Has at least 1 year experience working in an professional office environment.
- Has data entry experience.
- Is detailed oriented.
- Works independently with little or no supervision.
- Has experience scanning and uploading documents into a database.
- Obtain and maintain a BCI (Background Criminal Investigation).

Preference

Preference maybe given to those who:

- Has working experience in a court, law enforcement, or corrections environment.
- Has experience entering and retrieving information in databases.

Why You Should Join Our Team

The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. And besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

SUPPLEMENTAL INFORMATION:

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc..
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- This position has hours that may include a schedule of 0800-1700 hours Monday through Friday. The hours are subject to change.
- **NOTE:** Department of Human Resource Management rules regarding promotions and transfers apply to current state employee.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Position #18746
OFFICE SPECIALIST II
DT

Office Specialist II Supplemental Questionnaire

- * 1. This position will have direct contact with people on probation and parole. Are you comfortable with this group of people in an office environment?
- ☐ Yes

☐ No

2. Please select the highest level of education you've completed.

- ☐ High School Diploma or GED
☐ Associates Degree
☐ Bachelors Degree
☐ Masters/JD/PhD

3. If you have post-high school education, list your field of study.

* 4. Please select the category that best describes your years of experience working in a professional office environment.

- ☐ None
☐ Less than 1 year
☐ 1 - 2 years
☐ 2 - 3 years
☐ 3 - 4 years
☐ 4 - 5 years
☐ 5 or more years

5. If you have indicated that you have professional office experience, please briefly describe the tasks and duties for which you were responsible for.

6. Do you have experience working in a court, law enforcement, or corrections environment?

- ☐ Yes
☐ No

7. If you answered yes to working in a court, law enforcement, or corrections environment, please provide a brief summary of your experience working.

8. Are you currently employed by the Utah Department of Corrections?

- ☐ Yes
☐ No

9. If you are currently employed by the Utah Department of Corrections, please provide an overview of the area's worked and duties responsible for.

10. Please rate your experience with scanning records and uploading them to a storage database in a work environment.

- ☐ None
☐ Beginner
☐ Intermediate
☐ Advanced

11. Please describe your experience in scanning and uploading documents.

12. Please rate your experience entering data into a database.

- ☐ None
☐ Beginner

- ☐ Intermediate
- ☐ Advanced

13. Please describe your experience entering data into a database.

14. Please select all computer software programs that you have experience with.

- ☐ Word
- ☐ Excel
- ☐ CACTAS
- ☐ UDOCA
- ☐ Web-Track
- ☐ BCI (UCJIS)
- ☐ ICOTS
- ☐ Google Drive and Google Docs
- ☐ Google Calendar
- ☐ Gmail
- ☐ Court X-Change

15. Please describe your experience level in using the computer software programs selected above.

16. Please rate your work-related experience in finding, gathering, collecting and assembling information or data.

- ☐ None
- ☐ Less than 1 year
- ☐ 1 - 2 years
- ☐ 2 - 3 years
- ☐ 3 - 4 years
- ☐ 4 - 5 years
- ☐ 5 or more years

17. Please describe your work-related experience in finding, gathering, collecting, and assembling information or data.

* 18. Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
- ☐ Social Media (Facebook, Twitter, etc.)
- ☐ Advertisement (Newspaper, Internet, Radio, etc.)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

* Required Question